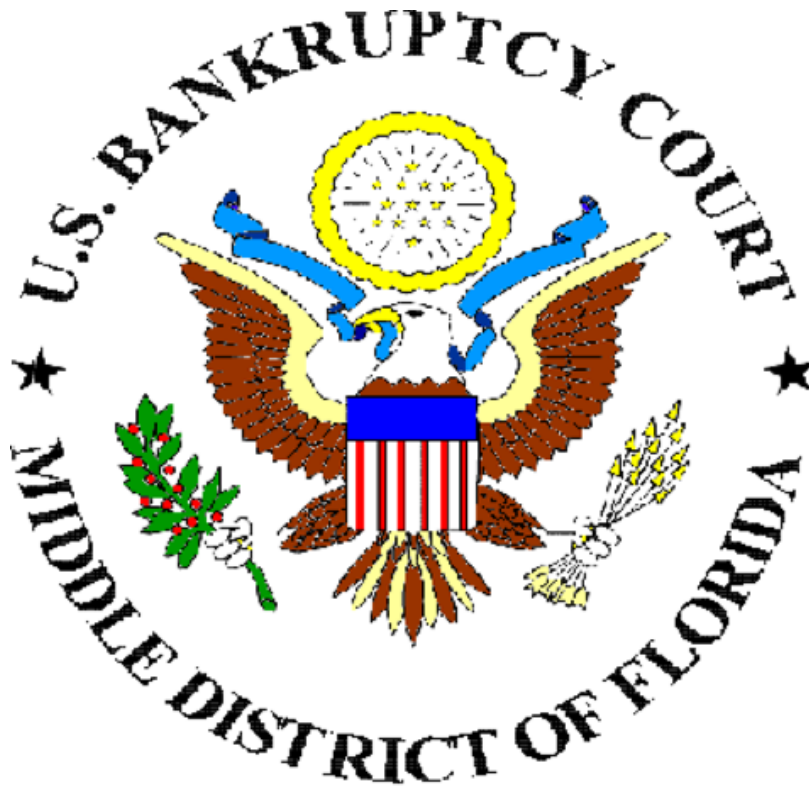


US Bankruptcy Court Middle District of Florida

Style Guide For Electronic Case Filing



August 2003

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Introduction

This guide contains the preferred style practices for all users of the CM/ECF application in the Middle District of Florida. Style consistency is the key to efficient searches in CM/ECF. Queries require very exact matches on search data including punctuation, abbreviations, and upper or lower case characters.

Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

- Use upper and lower case characters for all names and capitalize the first letter in a proper noun.
Wallace D Smith
United Services Fidelity and Guaranty
- Use only the following punctuation;
Hyphens (-)
Apostrophes (')
- Use single spacing between all names and following initials.
J J Jones
Smith Inc
C W Bradford Ltd
- When typing names that have upper and lower case letters or hyphens enter the name as it appears on the document.
Patrick MacDougal
Kathleen O'Brien
Mary Smith-Baker
- If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

Last name field:	Martin
Middle name field:	Kramer Johns
First name field:	Robert
- Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.
- Do not use the ampersand sign (&) for "and" unless it is part of a company name on the petition or pleading. Use single space on both sides of the ampersand sign (&).
B & D Company
Cameron & Associates
J & J Trucking
- Enter U.S. and U.S.A. without any spaces or periods.
US Department of Agriculture
US Trustee
US Attorney

Adding Parties

Debtors

- Company names beginning with the words “*The, A, or An*” should be entered beginning with ‘The, A or An.’

Enter *The Cookie Company* as;

Last name field: The Cookie Company

First Name Field: Leave blank

Middle name field: Leave blank

Enter *A Toy Store Inc* as;

Last name field: A Toy Store Inc

First name field: Leave Blank

Middle name field: Leave Blank

Title, Prefix and Suffix Tips

- Titles and Prefixes such as;
Dr
Rev

Should be entered in first name field.

Enter Rev Daniel Hoseman as;

Last name field: Hoseman

First name field: Rev Daniel

Enter Dr David Smith as;

Last name field: Smith

First name field: Dr David

- Suffixes such as;
MD DDS
Sr Jr

Should be entered in last name field.

Enter Roger Thomas DDS as:

Last name field: Thomas DDS

First name field: Roger

Enter Daniel A Hasioka MD as:

Last name field: Hasioka MD

First name field: Daniel

Middle name field: A

Plaintiffs and Defendants

Do not add addresses in the Party Pick List screen for plaintiffs or defendants unless the plaintiff or defendant is pro se. If pro se, add the address in the Party Pick List screen

Do not add titles for plaintiffs and defendants.

Parties

When docketing documents that requires a party to be selected from the Party Pick List; select party from pick list only if you find an exact name match. If an exact match is not found, select add/create new party to record.

Style Conventions for Addresses

These style conventions apply to all debtor and creditor addresses entered in CM/ECF.

- The party name and address **must** be a minimum of (3) lines. If the name and address is only 2 lines then add the phrase “no street address” to the second line.
Example: Internal Revenue Service
No street address
Atlanta GA 39909
- The party name and address **must** not exceed five (5) lines.
- When there is a street address as well as a mailing address for a debtor add only the mailing address.
- When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention.

Cookie Factory Inc
Attn Grover Smith
First National Cookie Blvd
123 Cookie Street
Chicago IL 60604

- The city, state, and zip code must be the only information on the last address line.
- The preferred format for telephone numbers is (210) 261-3851.

Foreign Address

- Foreign addresses must have the full name of the post office and country of destination printed in capital letters.
- The country name or APO destination must be the only information on the last address line.

Name field:	Alfonso Diaz	Name field:	Sgt John
Address 1:	Rio de Danubec y Rio Florido	Address 1:	C Company 237 Armor
Address 2:	CD JUAREZ CHIHUAHUA	Address 2:	Unit #21103 Box 512
Address 3:	MEXICO #1050	Address 3:	APO AE 09014

Abbreviations

When using abbreviations, use the approved standard abbreviations.

Standard

And	&	Drive	Dr	National	Natl
Account	Acct	Federal	Fed	Number	#
Association	Assoc	Finance	Fin	Secretary	Secy
Attention	Attn	In care of	ICO	Square	Sq
Attorney	Atty	Incorporate	Inc	System	Sys
Corporation	Corp	Intentional	Intl	Terrace	Terr
Company	Co	Limited	Ltd	Turnpike	Tpke
Department	Dept	Medical	Med	United States	US

Street Designators

Apartment	Apt	Highway	Hwy
Avenue	Ave	Interstate Highway	IH
Basement	Bsmt	Lane	Ln
Boulevard	Blvd	Parkway	Pkwy
Center	Ctr	Place	P1
Circle	Cir	Post Office Box	POB
Court	Ct	Road	Rd
Drive	Dr	Room	Rm
Expressway	Expy	Square	Sq
Floor	Fl	Street	St
Freeway	Fwy	Suite	Ste

Geographic Directions

North = N	Northeast = NE
South = S	Southwest = SW
East = E	Southeast = SE
West = W	Northwest = NW

States and Territories

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CM	N. Mariana Isl.
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	TT	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
TT	Marshall Island	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MIX	Mexico	WA	Washington
MI	Michigan	WV	West Virginia
TT	Micronesia	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		